MLA Guidelines:
The Most Common Sources and Their Citation Formats for Academic Writers

All papers in MLA style must be set up following specific formatting rules:

- The entire paper must be Size 12, Times New Roman, double spaced
- 1” margins on all sides
- Name, class number, professor’s name, due date on top left of first page (stacked & in that order)
- Last name and page number at the upper right corner of each page (insert > header)
- The titles of large works are *italicized*: books, journal or newspaper titles
- The titles of small works are put in “quotation marks”: chapters, articles, poems
- Works cited entries must have hanging indents (highlight > right click > paragraph> special)
- Set spacing before and after paragraphs to 0 (highlight > right click > paragraph)
- Always have a title, but never change its formatting (no bold, underline, italics, size change, etc.)

Works Cited Entries Quick Reference Guide:
Make sure to follow all punctuation carefully

Book:
Last name, First name. *Book Title*. Publisher, year of publication.


For Books with Multiple Authors:
- For 2 authors, list the first name as you normally would (last name, first name) “and” then the conventional order of the second author (first, last).
- For three or more authors, list the first author as you normally would and include “et al.” instead of additional names.

| Doe, John, and Mike Smith. … | or | Doe, John, et al. … |
**Book Chapter:**

Last name, First name of section author. “Title of selection.” *Title of collection*, Edited by Name(s), Publisher, Year of publication, pp. Page range.


**Journal Article:**

Last Name, First name. “Article Title.” *Journal title*, volume, number, year of publication, page range. (if electronic:) *Database Name*, Url or doi:####.


**Newspaper or other Article from an online database:**

Last name, First name. “title of article.” *Source Title*, vol., no., year of publication, pp. page range.

*D Database Name, url/doi: ###.*

(for newspaper: omit volume and issue number, include full date)


**Website Article:**

Last name, first name. “Article Title.” *Title of website*, last update date, URL. Date of access (if no update date on website).